

# Maryam Audeh

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## Professional Summary

Humanitarian and management professional with 2+ years' experience in orphan sponsorship programs, NGO partnerships, and community outreach, combined with a strong background in administration, staff supervision, and project coordination. Skilled in donor relations, data analysis, and event management, with a proven ability to work across local and international organizations including Islamic Relief, Human Appeal, and Muslim Hands. Demonstrated success in strategic planning, financial administration, stakeholder engagement, and partnership management. Adaptable and results-focused, with proven experience working with international partners in fast-paced environments.

## Core Competencies

Project & Operations Management • Business Coordination •  
Strategic Planning • Process Optimization • Financial Reporting  
& Analysis • Stakeholder Engagement Performance Monitoring •  
Cross-Functional Team Leadership • Marketing & Events •  
Partnership Management • Business Administration

## Professional Experience

### **Al Reaaya Organization – Social Worker, Foreign Social Affairs / Orphans' Department**

2023 – Present | Lebanon

- Manage international sponsorship and development projects, ensuring compliance with donor and partner standards.
- Lead project planning, budgeting, and reporting activities to achieve operational and financial goals.
- Supervise field teams and streamline workflows for improved process efficiency and data accuracy.
- Organize corporate and community events enhancing visibility and stakeholder satisfaction.

### **BIEM International – Branch Manager**

2023 | Lebanon

- Oversaw branch operations, factory production, and showroom management with a focus on efficiency and customer engagement.
- Supervised a team of 10+ staff, aligning workflows with company objectives and ensuring adherence to financial and audit requirements.
- Designed social media and marketing strategies, achieving measurable increases in client engagement and sales.

### **Dalaa Hospital – Admissions Officer**

2022 – 2023 | Lebanon

- Managed patient admissions and medical data entry, ensuring compliance with government health systems.
- Supported the accounting and administrative team in updating financial statements and reconciling transactions.
- Acted as a key liaison between patients, families, and hospital administration to enhance service delivery.

### **BIEM International – Administrative Assistant**

2021 – 2022 | Lebanon

- Handled administrative requests, prepared detailed meeting minutes, and maintained filing and financial records.
- Assisted in inventory management, cash reconciliations, and journal entries.

- Provided cross-departmental support, improving coordination between sales, finance, and operations.

### **Freelance – Private Tutor & Research Support**

2020 – Present

- Tutored children aged 7–12 in Math, English, and Science, building individualized learning plans.
- Assisted in initiating a Business Research Unit (BRU) at AUL, contributing to market research studies.
- Co-published a peer-reviewed article on service-learning in unstable environments (PM World Journal).

### **Education**

Arts, Science and Technology University in Lebanon (AUL)

Bachelor of Business Administration – Business Management | GPA: 3.9 | 2017–2020

### **Technical Skills**

- Data Collection & Analysis • Microsoft Office Suite (Word, Excel, PowerPoint, Teams) • Case Study & Report Writing
- Social Media Strategy • Business Writing • Digital Marketing

### **Achievements & Publications**

- Co-published: “Service-Learning Initiatives & the Challenges of Unstable Environments,” PM World Journal (2020).
- Initiated a Business Research Unit (BRU) at AUL through market research contributions.
- Graduated with distinction (GPA 3.9).